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(INSTRUCTIONS No. 5.)  
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## EXAMINATIONS.

### INSTRUCTIONS TO PRESIDING EXAMINERS, 1902.

☞ The Presiding Examiners are *requested to peruse carefully* the following instructions and see that they are fully carried out:—

(1) Each Inspector, or such other person as may be appointed by the Minister, shall, himself, in person, receive from the Department or the Inspector, the examination papers, and shall thereupon be responsible for the safe keeping of the bag containing the same, unopened, until the morning of the first day of the examination.

(2) On the receipt of the bag containing the question papers the Presiding Examiner will see that *the seal is intact*. The bag can be opened by breaking the wire close to the seal, and when opened on the first day of the examination, the names and numbers of the envelopes containing the question-papers should be verified with the time-table.

(3) The Presiding Examiner will satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes the Presiding Examiner shall have power to hire the use of one for each room during the time required for the examination, and charge the same as part of the expenses of the examination.

(4) The Presiding Examiner shall, if there is sufficient accommodation and if a sufficient number of papers have been received, admit candidates who through some oversight did not send their applications to the Inspector. The names of such candidates are to be entered in the report-blank specially provided, with such information as is required of the other candidates. This report-blank and the required part of the fee with one dollar additional as provided, should be sent by the Presiding Examiner to the Education Department. The balance of the fee should be sent to the Board that bears the expense of the examination.

(5) The Presiding Examiner shall exercise necessary vigilance at all times while the candidates are engaged, and he *shall not give his attention to any work other than that which pertains to his duties as Presiding Examiner*. He shall take all necessary care to render it impossible for the instructions to candidates to be violated without his knowledge. This instruction (5) is to be observed however small may be the number of candidates.

(6) It is imperative that the regulations be enforced by the Presiding Examiner and strictly observed by the candidates. In particular, the examination papers shall be distributed, and the answer papers collected *punctually* at the time indicated in the time-table. The Presiding Examiner has no authority to deviate from the official time-table.

Ministry of Education, Ontario

Historical Collection

(7) (a) In the examination room candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., removed from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

(b) The necessary stationery includes pens, blotting-paper, ink of a uniform color, and the authorized examination-books. Each candidate will receive one examination-book at the beginning of each examination period and other books as required during said period. No paper other than the examination-book will be distributed to the candidates, and no paper, examination-book or other book will be brought into the room by any candidate. (The Presiding Examiner's attention is called specially to the instructions as to the use of the examination-books.)

(8) No person except the Examiners and any necessary attendants shall be present with the candidates in any room at the examination; and at least one examiner shall be present during the whole time of the examination in each room occupied by the candidates. No Presiding Examiner shall have in his charge at one time more than twenty-five candidates.

(9) The Presiding Examiner shall distribute these instructions (No. 5) among the candidates, and shall, as indicated on the time-table, read to the candidates their duties, drawing attention to any feature of them that may require special care during the examination, and emphasizing the directions to the candidates as to the manner in which the slips are to be attached to the envelopes. Great care should be taken in distributing the proper number of envelopes and examination-books and in accounting for such envelopes and examination-books as have been distributed. The instructions for candidates also contain instructions to Presiding Examiners.

(10) *Punctually* at the time appointed for the commencement of each examination, the Presiding Examiner shall, in the examination room and in the presence of the candidates and other examiners (if any), break the seal of the envelopes containing the examination papers, and give them to the other Examiners and the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in the subject is over no examination papers, other than those which the candidates receive, shall be taken out of the room.

(11) *Punctually* at the expiration of the time allowed, the Examiner shall direct the candidates to stop writing, and cause them to hand in their answer papers *immediately*, duly fastened in the envelopes.

(12) The Examiner shall keep upon his desk the tally-list (check-list of candidates and subjects) and as each paper in any subject is handed in (and the Examiner should carefully note the superscription of the envelope—the subject and the candidate's name), he shall check the same by entering the figure "1" opposite the name of the candidate. After the papers are handed in the Examiner shall not allow the envelopes to be opened, and he shall be responsible for their safe keeping until transmitted to the Education Department, or placed in the hands of the Presiding Examiner. The answer-envelopes as well as the question-envelopes should be kept in

a safe, or in a room with windows fastened and doors securely locked by a cylinder lock.

(13) For special instructions *re* the examinations in Stenography, Chemistry, Biology, etc., see the confidential Circulars, which are forwarded to each Presiding Examiner prior to the examinations.

#### REPORTS, ETC.

(14.) The Presiding Examiner shall report to the Education Department at the close of the examination in the "Remarks" column of the Diagram Blank, any particulars in which the Instructions, etc., were not observed and he shall mention any facts regarding the examination that he deems expedient to have brought before the Board of Examiners. The Presiding Examiner and his Assistants shall sign a declaration that in all other respects the Instructions and Regulations were fully complied with.

(15.) The Presiding Examiner as part of his report to the Department shall send a diagram of each room on the forms provided, showing the position occupied by each candidate and Presiding Examiner during each Examination. Candidates shall not be permitted to change positions.

(16.) The Presiding Examiner shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for examination shall be sent altogether and *in the order in which their names appear* on the list of candidates for the Examination. To facilitate this elastic bands have been supplied, one for each candidate's set of answers.

(17.) The prompt return of the answers to the Education Department at the close of the respective Examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination. All diagrams and reports (*except the tally-lists*) should be forwarded to the Department *by post* on the respective days that the answers are forwarded. The tally-list of each Examination should be returned in its respective bag with the candidates' answer envelopes.

(18) The answers of the candidates taking the (a) Part I. Junior Leaving (Public School Leaving), (b) the Part I. Junior Matriculation, (c) the Part II. Commercial Diploma, (d) the Commercial Specialists' Examinations, together with the corresponding tally-lists shall be returned, *in separate parcels*, at the close of those examinations, in one of the bags provided.

(19) The answers of the candidates for (a) the Part II. Junior Leaving, (b) the Part II. Junior Matriculation and (c) the Senior Leaving, (d) the Honour Matriculation Examinations, together with the corresponding tally-list, shall be returned *in separate parcels*, at the close of those examinations, in one of the bags provided.

(20) The answers of scholarship candidates, (Pass or Honors) shall be enclosed in the envelopes specially provided. shall be made up in a *separate parcel* and shall be returned to the Department in the same bag as the Part II. Matriculation answers.

(21) (a) Each bag shall be so folded and tied that the words "The property of the Education Department" will be outwards. The shipping tag should be securely attached to the strap on each bag.

(b) All express charges must be prepaid, and no commercial value should be placed upon the bags and contents.

(c) All surplus examination papers may be given at the close of the examination to the Principal of the school.

#### EXPENSES OF THE EXAMINATION.

The Treasurer of the High School Board or of the Public School Board of the school where the examination is held shall pay on the certificate of the Public School Inspector, all the expenses of the examination which shall include the following:—

(1) For preparing the list of candidates, the Inspector shall be entitled to the remuneration of \$2.00, providing that the number of candidates writing does not exceed twenty. For each additional twenty candidates or fraction of that number, the Inspector shall be entitled to an additional dollar. It is to be understood that the number of applications received, and not the examinations on which candidates write, will determine the amount paid for this service.

(2) For conducting the Examination each Presiding Examiner shall be entitled to \$4.00 a day and actual travelling expenses which shall include railway fare or the ordinary cost of their conveyances.

(3) For meeting the incidental expenses of the examination, the cost of stationery, etc., and the payment for any additional services required during the examination.

#### INSTRUCTIONS TO CANDIDATES.

(1) Each candidate shall satisfy the Presiding Examiner as to his personal identity before the commencement of the second day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Examiner is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the examiner.

(2) Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Examiner is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if the examiner has reason to suspect collusion between the newly-admitted candidate and other candidates through open windows or otherwise.

(3) No candidate shall leave the room within *one hour* after the distribution of the examination papers in any subject; and if he then leave he shall not be permitted to return during the examination on such subject.

(4) Every candidate should conduct himself in strict accordance with the instructions. Should he violate the instructions to be found in sections 5 and 6 below or on the first page of the examination book; should he take into the room or have in his possession, in his desk, or on his person, any book, notes, paper, or anything from which he may derive assistance; should he talk, whisper, or make signs to another candidate; should he

leave his answers so exposed that any candidate may copy from him ; should he give or receive aid or extraneous assistance of any kind whatsoever, his examination will be cancelled and he will be debarred from presenting himself at any Departmental examination for two years. Should the Presiding Examiner obtain clear evidence of the violation of these instructions at the time of its occurrence he shall cause the candidate concerned at once to leave the room ; he shall strike this name from the list of candidates ; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the examiner shall report the case to the Department.

5. Every candidate shall write the name of the subject of examination very distinctly at the top of each page of his examination-book. If he write his name or any distinguishing mark on his examination-book, or if he tear any paper from this book, or if he insert in this book any matter not pertinent to the examination, or if he use any paper or book or ink other than that provided, his examination will be cancelled.

6. The candidate shall write his answers only on the ruled sides of the leaves of his examination-book or books (if more than one be needed); he may use the unruled sides in preparing the answers in rough. He shall fold his examination book (or books) once across, place it in the envelope provided by the Department, seal the envelope, write on the outside of the envelope the subject of examination only, and on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Examiner.

7. Candidates are also reminded that the Presiding Examiner is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what questions should be answered by the candidates or how any question should be answered.

(8) Should any error appear to have been made in any question *no attention* shall be drawn to it during the time of the examination by either the Presiding Examiner or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Examiner who, if he considers it necessary, will report on the matter to the Department at the close of the examination.

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## EXTRACTS FROM INSTRUCTIONS TO APPLICANTS AND INSPECTORS.

### FEES.

Part I. Junior Leaving (Public School Leaving) Examination, \$2  
Part I. Junior Matriculation Examination, \$2. Part II. Junior Leaving or Part II. Junior Matriculation Examination, \$5. Senior Leaving Examination, Part I and II, each \$3 ; taken together, \$5. Commercial Diploma Examination, Part II, \$2. Commercial Specialist Examination, \$5. For candidates for examination in the additional subjects (not to exceed four) for Matriculation into any University or Learned Profession, the fee shall be \$2. If the fees for a candidate amount to more than \$5, only \$5 will be required.

Attention is directed to the scale of fees to be paid by candidates. When the fee is \$5, \$4, \$3, or \$2, the amount to be sent to the Department is \$3, \$2, \$2, or \$1, respectively. The balance of fees received is to be forwarded to the High School Board or other body that bears the expenses of the examination.

Applications will not be received by the Inspector after the 24th day of May, and candidates are reminded that they should in no case forward their applications to the Education Department. If the candidate should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Examiner is at liberty to admit him, provided there is the necessary accommodation, and that a sufficient number of examination papers has been forwarded. An additional fee of \$1 will be exacted by the Presiding Examiner from a candidate who presents himself in this way.

### INFORMATION FOR CANDIDATES.

1.—(a) If a candidate on account of sickness or other legitimate cause is unable to appear at any examination, the fee received at the Department will be returned on application. For a refund of the rest of the fee application should be made to the School Board. A refund will not be made if the candidate writes on any subject of the examination.

(b) Candidates for the Botany and Zoology examinations should provide themselves with the necessary lenses, pencils and dissecting instruments ; those for Senior Leaving Chemistry with analytical tables.

2.—(a) The subjects of examination for Part I. Junior Leaving are : Geography, Arithmetic and Mensuration, Grammar, Composition and History.

(b) Holders of Form I. and of Public School Leaving certificates dated prior to 1900 will be entitled to Part I. Junior Leaving certificates on passing in Arithmetic and Mensuration, Grammar and History, the prescribed percentage on the total of these subjects being also required.

(c) A Form II, (or a Part I. Form II.) certificate, with a Form I. certificate, or a Public School Leaving certificate dated prior to 1900 will give Part I. of Junior Leaving Standing. A Form II. (or a Part I. Form II) certificate alone, will give the same standing, if endorsed and certified to by any High School Principal or Public School Inspector with a statement that the holder has taken the required course in the additional subjects (Drawing, Book-keeping, Reading, etc.).

3.—(a) All candidates for Junior Leaving Standing must, in addition to the requirements of Part I. Junior Leaving, take the following subjects of Part II. Junior Leaving, viz., English Grammar and Rhetoric, English Composition, English Literature, Ancient History, Arithmetic and Mensuration, Algebra, Geometry, Physics, Latin, and one of the following, viz., (a) Greek, (b) French, (c) German, (d) Chemistry.

(b) A candidate who has already obtained a certificate of having passed Part I. of Form II., will not be required to take the papers of Part II. Junior Leaving in Arithmetic and Mensuration, English Grammar and Rhetoric, and Physics.

4.—(a) All candidates for Senior Leaving Standing must, in addition to the requirements of Part I. Junior Leaving, take the following

Senior Leaving subjects, viz., (in Part I.) English Composition, English Literature and Rhetoric, Algebra, Geometry, Trigonometry, English and Ancient History, and (in Part II.) Latin and Physics, and one of the following groups, viz., (a) French and Greek, (b) German and Greek, (c) French and German, (d) French and Chemistry, (e) German and Chemistry, (f) Biology and Chemistry.

5. Candidates for Junior and Senior Leaving Standing will be required to make 50 per cent. of the aggregate marks prescribed for each of the parts into which the examinations are divided, as well as  $33\frac{1}{3}$  per cent. on each paper. Seventy-five per cent. of the aggregate will be required for Honors. If, after all the answer papers are read, any question paper should be found, by the Board of Examiners, easier or more difficult than intended, the minimum on the paper shall be correspondingly raised or lowered, and the total number of marks correspondingly increased or diminished. Each candidate who makes the required aggregate may be awarded a certificate, even though he fail to obtain the minimum in a subject, provided he is regarded by the staff as fit to pass in that subject, as shown by the confidential report sent to the Department before the examinations.

6. It should be remembered that the confidential report of the staff is the only evidence of a candidate's attainments that can be considered by the Board of Examiners in case the minimum in a subject is not reached. It may also be assumed that if a candidate does not make fifty per cent. on the aggregate he is regarded as weak in his work and therefore not entitled to a certificate. As the report of the staff is confidential, no information can be given to a candidate as to how he was ranked in any subject.

7. Candidates should not request teachers or other persons to write to the Department in their behalf, as the Examiners are required to determine the standing of every candidate solely on the work submitted and on the confidential report of the staff. Medical certificates will not be considered unless transmitted before the papers are read. The record made in a subject at a previous examination cannot be considered. A candidate for a Leaving certificate who fails in a subject cannot take that subject only another year. As a minimum percentage on the total is required, no division of the examination, except as prescribed, can be allowed.

8. Unsuccessful candidates at the examination should apply to the Principal of the High School or Collegiate Institute where they wrote for their marks, or to the Public School Inspector in the case of other centres. The marks will not be forwarded to candidates from the Education Department. The marks are not given for the subjects of an examination, or part of an examination for which a certificate has been awarded. Marks will not be reported in the case of candidates for University Scholarships.

9. In order to avoid unnecessary trouble and expense, unsuccessful candidates are recommended to obtain the advice of the Principal, after receiving their marks, before making an appeal. Each appeal (fee \$2) should be made on a separate sheet (though two or more may be forwarded under the same cover) The name of the candidate, his post office address, the examination for which he was a candidate, and the examination centre should be carefully given. No appeal can be considered unless made before the 20th of September. In the case of Scholarship candidates

there is no appeal. The decision of the Examiners without reporting the marks assigned will be communicated to the person making the appeal about the end of October, or before that time if the Board is able to report. If an appeal is not sustained, and there are special circumstances connected with the case which appear to have been overlooked, the candidate may have the matter brought directly to the attention of the Educational Council. All communications for this purpose should be addressed to the Deputy Minister of Education. It should be understood, moreover, that the power to dispose of appeals rests, under the Statute, with the Educational Council and not with the Department; and therefore nothing can be gained by any correspondence that has not a significant bearing upon the merits of the appeal.

(b) The Educational Council appoints the Examiners and the Associate Examiners. The papers are prepared by the Examiners, and the answer papers are read by the Associate Examiners. In the case of an appeal the answer papers are read, not by the Associate Examiners, but by the Examiners who set the papers. Answer papers in the case of an appeal are therefore examined by different persons from those who valued them at the first reading. The report of the Board of Examiners must be approved by the Educational Council before any certificate can be awarded.

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